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Spring 2006

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the NEON

Nebraska Educational Office News

Vol. 42 No. 3

Spring 2006

Nebraska Educational Office Professionals Association



Inside this Issue

President's Message.....	2	NEOPA Spring Conference Registration & Info	14-15
NEOPA Mission Statement.....	2	It's All About You.....	16
NEOPA Officers and Directors	3	Affiliate Pictorials	17
2005-2006 Calendar of Events.....	4	Central Area News.....	18
Community Service Project.....	5	National News	19
Meet Your Board of Directors	6	Energy Tips	20
Here's To Your Success.....	7	NEOPA Educational Professional of the Year Nomination Form	21
Affiliate News	8	NEOPA Educational Professional of the Year Application Form.....	22
Member News	9	NEOPA Membership Form	24
Member Birthdays.....	9	NAEOP Membership Form	25
Welcome New Members.....	9	Attitude is Everything	26
Committee Reports.....	10	NEOPA Membership List	27
Monday Motivators.....	12	Mastering Meetings.....	31
Ways & Means Auction Request	13		

President's Message

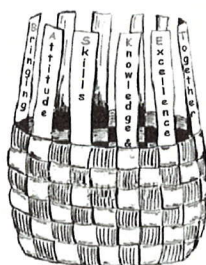


Spring is just around the corner and we've hardly had winter yet! I hope I didn't just curse us and now we'll get blasted. Oh well, I could use a snow day, how about you? That is, as long as everything melts and we go back to our 50 degree weather within a week.

It's hard to believe that my year as your NEOPA President is more than half over. We've had an exciting year with community service projects where members, friends and family members donated blood and then cleaned out their closets to donate clothes to the YWCA Job Outfitters project. We're currently working as a team to raise money to purchase phone cards for our Nebraska troops currently serving overseas. This will continue through our NEOPA Annual Spring Conference in March. It has definitely made me proud to be President of an organization that is so willing to give to others who are in need.

In the fall we hosted a small but fantastic workshop at the ESU 03 that helped us learn or relearn some tricks and tips on writing and using the computer. We decided to have this type of workshop as we have had many members asking us to have something that everyone can use in their day-to-day jobs. Well, let me tell you, if you attended this workshop and didn't learn several new things, then maybe we could use you as a presenter at our next workshop because you have a talent we need.

Sandy Watmore, CEOE and Diane Wasser, CEOE of UNOPA and their committee are hard at work to make our upcoming spring conference one you must attend. The NEOPA Annual Spring Conference, "Daffodils, Daisies & Dandelions," will be held March 30-31, 2006. Thursday night is the social and a live auction. On Friday, we will have two main speakers, a choice to attend two of the four briefings, a 3-D Luncheon where we will "Resolve to Involve," and the business meeting. Friday evening there will be a cocktail hour, banquet, and installation of officers. Thursday night's social and Friday night's banquet will be at the Howard Johnson Hotel at 5250 Cornhusker Hwy in Lincoln, with the conference on Friday being held at the UNL East Campus Union. The conference agenda and registration information is included in this issue.



*Bringing Attitude, Skills,
Knowledge and Excellence
Together*

By now everyone should have received two copies of our new NEOPA brochure and membership application. I hope you all use this tool to get two new NEOPA members to join and help our association grow. Chris Cary, CEOE Publicity Director, and Carol Bom, CEOE President-elect and Membership Director, have been working hard with their committees to encourage our members to renew and reach out to new members. This job is not just their job or the job of the NEOPA Board, this is a job of all of the NEOPA members. There are hundreds of office professionals out there just waiting to be approached and asked to join this fantastic association. We need your help to reach them. The brochures are small, so put one in your purse or bag and when you go to meetings or are traveling talk about our association and the great things we stand for. This is a joint effort. We need your help to make our association become a viable association that continues to grow and offer to our members and communities what we are capable of offering.

In closing, I want to encourage you all to help the 2005-2006 NEOPA Board as we continue, as a team, to "Bring Attitude, Skills, Knowledge, and Excellence Together" to all of our members and office professionals across the state who are just waiting for you to ask them to join.

In Friendship.

Deb Ryan, CEOE

Deb A. Ryan, CEOE
NEOPA President

Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to evaluate the standards of office personnel in education.

2005-2006 NEOPA Officers and Directors

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LPSAOP – lpsaop.lps.org

UNOPA – www.unl.edu/unopa

NAEOP – www.naeop.org

2005-2006 Calendar of Events

June 24- 25, 2005	2004-05/2005-06 Transition Board Meeting at the LPS District Office
July 11-16, 2005	National Conference, Tucson, Arizona
August 1, 2005	Deadline for NEON Articles – Fall Edition
August 10, 2005	Executive Board Meeting – Fremont Library (6:30)
September 15, 2005	Deadline for PSP Applications
September 30, 2005	Deadline for NAEOP Affiliation Papers
October 14, 2005	Executive Board Meeting
October 15, 2005	Fall Workshop, ESU #3, Omaha – Hosted by NEOPA Board
December 1, 2005	Deadline for NEON Articles – Winter Edition
January 15, 2006	Deadline for PSP Applications
January 28, 2006	Executive Board Meeting, 9:00 a.m.-12:00 – LPS District Office
February 1, 2006	Deadline for NEON Articles – Spring Edition
March 15, 2006	Deadline for National Competitions
March 30, 2006	Executive Board Meeting
March 30-31, 2006	NEOPA Spring Conference, Lincoln – Hosted by UNOPA
April 20-22, 2006	Central Area Conference, Indianapolis, IN
May 1, 2006	Deadline for NEON Articles – Summer Edition
	Deadline for Year End Committee Reports
May 15, 2006	Deadline for PSP Applications
June 2006	Executive Board Transition Meeting
July 17-21, 2006	NAEOP Annual Conference, Dallas, TX

Local Association Presidents for the 2005-2006 year

LPSAOP	Julie Kleager	jkleager@lps.org
OEOPA	Lori Dancer	lori.dancer@ops.org
UNOPA	Becky Hastings	rhastings1@unl.edu
WEOPA	Jeanne Ann Kardell	jekarde1@wsc.edu
NEOPA*	Lisa Morehouse	lmoreho@lps.org

**Past Presidents*

Community Service Project



HELP SUPPORT OUR TROOPS



The Nebraska Educational Office Professional's Association (NEOPA) is sponsoring a service project to help support our Nebraska troops overseas.

With your monetary donation of any amount, NEOPA will purchase phone cards to be sent to our troops overseas. This will give them a better opportunity to keep in touch with their families at home.

Donations will be accepted through the end of the day at the NEOPA Annual Spring Conference March 31.

Please make checks payable to NEOPA.

For more information call:

Deb Ryan, CEOE at 436-1149 or email dryan@lps.org

Nancy Harter, CEOE at 436-1773 or email nharter@lps.org

Thank you for your support of our troops.

Meet Your Board of Directors

Lola Young, CEOE NAEOP Liaison Committee Director

Currently, I am a Residence Life Services Supervisor at the University of Nebraska—Lincoln. I have been working in the Division of University Housing at UNL for 24 plus years (four different positions).



I have been a member of NEOPA for 16 years and serving as NAEOP Liaison again this year. In the past, I have served as Immediate Past President, two terms as President, and director of the following committees: Publicity, NEON Editor, NAEOP Liaison, and Professional of the Year; and as a member of the following committees: Professional Growth, Nominating, and conference planning committees.

For our National association, NAEOP, I have been a member since 1990 and have served as a member of the Professional Growth Committee, Public Relations and Publications Committee, Awards Committee (three years), Advisory Council Committee (four years), Higher Education Council Committee (five years), and the Nominations and Elections Committee. So far, I have attended fifteen National Conferences.

I have been a member of UNOPA for 18 years and am currently serving as their representative on the UNL Fringe Benefits Committee and the U-Wide Fringe Benefits Committee as well as serving as the NEOPA/NAEOP Liaison. In the past, I have served as Presidential Advisor, Immediate Past President, President, President-elect, Corresponding Secretary, and director of the following committees: Foundation Fund, Program, Professional Growth (two years), and Awards; and as a member of the following committees (many more than one term): Ways & Means, Publicity, Hospitality, Membership, Employee Concerns, and NEOPA Meeting Planning.

I have been the recipient of NAEOP's Olive T. Ritchie Educational Office Professional of the Year Award, the Rachel Maynard Award for Excellence in Communications—Third Place for State Newsletter, NEOPA's Educational Professional of the Year, UNOPA's Silver Pen Award, and UNOPA's Rose Frolik Award.

My husband and I live on an acreage east of Lincoln with our youngest son Wesley, age 9. Our older son, Ramsey, attends UNL and lives on campus. Of course I also call my 50+ desk workers my kids. When I find spare time, I enjoy tatting, cross stitch, crochet, reading, and, of course, doing anything I can with my family.

Lisa Morehouse, CEOE Ways & Means Committee Director

I have been employed at Lincoln Public Schools since 1992 and have held my current position as the Office Manager of Human Resources since February of 1997. From 1992 to



1997 I worked as a Bid Specialist with the Purchasing department. Prior to joining LPS, I spent 13 years in retail working as a member of the management team with the 12 Price Stores, now known as Gordmans. My current job involves coordinating the activities, responsibilities and schedules for our administrators and technicians as well as supervising a 13 member support staff.

I grew up in Ravenna, Nebraska and graduated with a class of 46 in 1977. Then it was off to the big city of Lincoln where I received a bachelors degree in elementary education at Nebraska Wesleyan University and met my husband Kevin! We have been married for 24 years and have one son, Brian, who is in sixth grade this year.

I have been an active member of our local association, LPSAOP, since 1992. I served as President-elect, President and Past President. I also served as chair for Negotiations and Bylaws and co-chair for PSP. I received my PSP certification—Bachelors level, CEOE in 1999.

My involvement with NEOPA started in 1996 by serving on the board as scholarship director. Over the course of the last nine years, I have served as director of the Scholarship, Awards, and Membership committees. In 2001, I was elected President-elect and followed as President and Past President the next two years. This year, I am honored to serve on Deb's board as Ways and Means Director.

On the National level, I have been a member since 1997 and served as an Advisory delegate four years and been the

Foundation Liaison four years. I have also served on the Membership, Publications and Nominations committees and was elected to the PSP Committee at the National Conference in Phoenix this past summer.

Being a 3D member has given me the opportunity to grow both professionally and personally. I feel there is a place for everyone in our associations. There is a place if you are outgoing and a leader or if you would rather follow the leader and help out. All three associations—local, state and national—work hard to make their members feel welcome and to provide opportunities for growth!

Virginia Backstrom Scholarship Committee Director

Many of you have seen my face over the years at state events. I am proud to be able to fill Jenn Keller's term as Scholarship Committee Director. Jenn has taken a position with the scouts and we will miss her



spirit and her willingness to work hard to get things done, both in WEOPA, and at WSC.

I've been at Wayne State College as an Office Assistant II in the offices of Art and Design and Music for over 21 years. I believe I've held all the offices in WEOPA at least once or twice. I've also enjoyed membership in NEOPA and at least a few of the fall and spring conferences. Education is a wonderful place to be and working with the students and faculty and all the changes over the years is always it's own reward. But you all know that!

So I'll tell you a little about myself. I live just four miles from Wayne and we are farmers with corn, soybeans, alfalfa, and stock cows. If you hear me complain, it's because we've been remodeling and adding onto our house for the last three years! I have two married children and five grandchildren in Omaha and David City. I have a teaching degree from Wayne State College and we returned to Wayne from Minneapolis when Verdel decided he'd like to farm. I enjoy sewing and hobbies, working with and around young people, and spending time with all of my family, neighbors and friends.

Here's to Your Success

The Tiny Black Dot

During some of my presentations, I take an 8 1/2 x 11 piece of white paper and make a little black dot in the middle. Then I show the sheet to people in the audience and ask them what they see. The majority will say that they see a black dot. Very few, if any, will tell me that they see a white sheet of paper with a tiny black dot.

We tend to look at our lives in very much the same way. We have our health, enough food to eat, a job that pays the bills and allows us some leisure activities, but we don't focus on that. We don't appreciate that.

Instead, we concentrate on the tiny black dot—the 10% in our lives that we don't like.....or the things we wish we could change. By concentrating on the 10% that represents our problems or things we don't like, we develop a negative attitude and feel lousy. Plus, there's a universal principle that comes into play: **we attract what we think about most.**

By focusing on what is lacking in our lives, we create more experiences of scarcity.

Think about your life. Are you paying too much attention to the 10% that isn't what you want it to be.....as opposed to the 90% that's going well? I'm not saying we should ignore our challenges or things we'd like to change. But if we paid a lot more attention to the 90% that IS working, we'd have a better attitude and we'd get better results.

When it comes to your job, do you concentrate on all the positive aspects of your position, or do you gripe about your salary and your co-workers, or the fact that someone else got the promotion you wanted?

What about the basic necessities of life? Do you feel gratitude every day for the food you eat, the clothing you have, the roof above your head.....or do you take all of these things for granted? Worse yet, do you complain that you don't have more?

And let's not forget your body and your health. How much time do you spend thinking about what IS working? Your body is a miracle, make no mistake about that. There's nothing "ho-hum" about your body and its day to day operation.

Albert Einstein once said that there are two ways to live your life—one way is as though nothing is a miracle—the other is as though everything is a miracle.

Most of us walk around with a ho-hum attitude about the miracle of our bodies. We treat this amazing creation as if it's no big deal.

Consider this: your heart is only the size of a fist and yet it pumps blood through your body. Every day, the heart pumps about 2,000 gallons of blood and beats about 100,000 times. That's just in one day.

In one year, that amounts to 36,500,000 beats. And in most cases, the heart just keeps on beating 36,500,000 times a year for many decades. Stop for a moment and recognize the enormity of this miracle.

And, of course, you don't have to change any body parts or beat your chest manually to keep your heart going. It automatically beats

and sends the blood through your body with no effort on your part.

Now, let's consider your brain. The brain and spinal cord are made up of many cells, which include neurons. There are about 100 billion neurons in the brain. 100 billion! Neurons are nerve cells that transmit nerve signals to and from the brain at up to 200 miles per hour. Isn't this amazing?

Of course, your ears.....your eyes.....well, I could go on all day about the miracle of your body and how we take it for granted. Just one final example to drive the point home.

When you get a cold and have difficulty breathing for a few days, I bet you'll often tell everyone that you are congested and don't feel well. When the cold clears up in a week and your breathing returns to normal, you probably don't say: "My breathing is perfect today! I'm able to get all the oxygen I need!" Why does

it make sense to complain about your breathing for the one week it is impaired.....while failing to acknowledge the other 51 weeks when your breathing is full and healthy?

Stop taking this incredible body for granted. Appreciate all the things that ARE working! You're a walking miracle, and part of an extraordinary universe.

Some of you may feel that ignoring the black dot is not the answer—and that you need to focus on the black dot to improve certain conditions in your life.

Well, if you choose this route, here are three strategies you could use:

1. Worry about the black dot.
2. Complain about the black dot.
3. Take some proactive steps to eliminate or reduce the black dot.

The only strategy that makes sense is #3. Yet many people select strategies #1 and #2, which only makes them more miserable.

Be brutally honest with yourself. Are there any areas of your life where you're ignoring the large white sheet and seeing only the tiny black dot? Do you see the faults of those at work or at home, and seldom affirm people for their positive contributions to your life? If you're like most of us, you have an abundance of blessings, yet you're often blind to them.

If you've been staring at some tiny black dots recently, take responsibility for that. And recognize that nobody is forcing you to keep your eyes on the black dot. You've developed the habit of focusing on the negative and your life (and the lives of those around you) will be greatly enriched if you start to shift your vision toward the white sheet.

You have a choice. You can keep staring at the black dot and telling others about all the things that are wrong in your life, or you can begin to appreciate your many blessings. Sounds like a pretty easy choice to make, doesn't it?

-- Jeff Keller © Attitude is Everything, Inc.

It's not what you are that holds you back, it's what you think you are not.
~ Denis Waitley

Affiliate News

News from LPSAOP— Lincoln Public Schools Association of Office Professionals

We continue to strive to meet the needs of our members. Even though we are much different than the members when LPSAOP was founded, our mission is the same: "The purpose of Lincoln Public Schools Association of Office Professionals is to recognize our members' unique roles in the education system, promote educational opportunities, serve the youth of our community and provide fellowship with other educational office professionals."

Some of our committees have begun to move from plant.....to nurture.....to grow! Here's how our "seeds" have been growing towards fulfilling our mission.

As fellow office professionals, please join me in "recognizing our members' unique role in the education system" by congratulating Angie Rushman for obtaining her Option II, Bachelors, CEOE and Linda Hendrix for obtaining her Advanced II, Option I status of PSP certification. LPSAOP is very proud of each member when they reach the goal they have set for themselves.

Our Volunteer Connection committee, under the direction of Roxi Hiatt and Sharon Hitzeman, planted the seed of volunteerism. Those members who volunteered to nurture the book project for the children of Sri Lanka have provided the rest of the membership the ability to see the "seed" grow! Thanks for your efforts in "promoting educational opportunities".

What an outstanding job our Ways and Means Committee did! Chairman Nancy Harter, along with Debbie Wilson, Jean Harrison, Carol Reed, Lisa Morehouse, and Jaime Berens, are "master gardeners"! Because they planted so many seeds, recipients of our scholarships will definitely be able to grow. Again, thanks to your efforts, we have "served the youth of our community".

As for the "provide fellowship with other educational office professionals", Rhonda Meyer and her crew did a fabulous job at the Fall Get-Together social! We were treated to a great potato bar, happy tunes from the East High Jazz Band, and lots and lots of conversations among association friends.

Other "seeds" are just beginning to be planted.....

— Julie Kleager, CEOE LPSAOP President

News from WEOPA— Wayne Educational Office Professionals Association

The year 2006 brings more "Keys to Success" for WEOPA members. Financial Success for Educational Professionals, Recipes for Success, and Dress for Success are all scheduled programs. We will end the year with our annual Bosses Luncheon and Ladies Night Out.

Several PSP sessions have been held on campus, with at least six members choosing to actively pursue a certificate!

Member Denise Mostek and husband Scott add their own success story upon the January 2nd birth of their daughter, Caitlyn Claire.

News from UNOPA— University of Nebraska Office Professionals Association

Each year the President of UNOPA chooses a nonprofit organization as a recipient of monies made from drawings held at each general meeting. This year, Camp COHOLO (Courage, Hope, and Love) was selected as the recipient of the funds. The camp is located outside of Gretna, NE and provides a unique camping experience to children with cancer and blood disorders.

UNOPA holds only one fund raiser throughout the year which has always proved lucrative. In cooperation with UNL Parking Services, we sell parking for home football games at one of the UNL parking lots. There were a total of seven home football games this year and a total of 1193 cars were parked. Each vehicle is charged \$10 and UNOPA receives approximately \$4 per car—the total raised during the 2005-2006 fiscal year was \$4,689. If you attend any UNL home football games, be sure to visit us at the 18th and R Street parking lot!

Each year, UNOPA awards many honors to their members and other faculty



Nominees for February awards.



Recipes for Success program held by WEOPA.

WEOPA will be hosting the Fall NEOPA Workshop here in Wayne this coming fall. Ideas are already taking shape for the event so mark your calendar and plan to attend!

— Jeanne Ann Kardell, WEOPA President

and staff. The first award in the fall is the Floyd S. Oldt Boss of the Year Award. The four nominees for this award were Giacomo Oliva, Sang Moon Lee, James Griesen, Anthony (Tony) Schkade, and Prem Paul—the winner was Prem Paul, Vice Chancellor for Research.

In February, we present the Floyd S. Oldt Silver Pen Award and the Outstanding Staff Award. The nominees were Nelvie Lienemann, Sandy Sterkel, Barb Carley, Leonard Akert, and Karen Shreiner. Sandy Sterkel was awarded the Outstanding Staff Award and Karen Shreiner received the Silver Pen Award.

Our final award, the Rose Frolik Award, will be presented in April. This award is in honor of UNOPA's founder and first president, Rose Frolik.

St. Monica's and the Fresh Start Home were organizations that were chosen as our Holiday Giving Tree recipients. Some of the requested items given as gifts included clothing, kitchen utensils, and linens as well as health and beauty items.

We had the opportunity to hear University of Nebraska President J. B. Milliken speak at the combined meeting with our University Association for Administrative Development (UAAD).

UNOPA is excited to be hosting the NEOPA Spring Conference this year. It will be held March 30th and 31st. Hope to see you there!

We will end our year with the installation of new officers in May. It has been a busy and rewarding year for UNOPA!!!

— Becky Hastings, UNOPA President

Member News

Thank You

Dear Deb & NEOPA Members,

Just a personal note to thank you for your generous donations to the Disaster Relief Fund. It is greatly appreciated.

Hope you all are having a good year.

*As Ever,
Butch Bender, Pres.
NAEOP Foundation*

Thank You

NEOPA Board,

Thank you so much for the beautiful flower arrangement. Also thanks you all for the notes of encouragement and offers to help me in my new position. I'm certain I will be taking you up on those offers. You are all special friends and I'm a better person for having you all in my life.

*Thank you,
Lola Young*

WELCOME NEW MEMBERS IN 2005-2006!

Melinda Brannan, Lincoln Public Schools District Office
Summer Brannan, Lincoln Public Schools, Belmont Elementary
Lois Brown, Lincoln Public Schools, East High School
Julie Damme, Nemaha Valley Schools
Jean Danley Russell, Raymond Central Public School
Marian Eicher, ESU #6, Milford, NE
Maggie Elder, St. Joseph, Missouri, retiree
Jennifer Fougerson, ESU #6, Milford, NE
Mari Greer, University of Nebraska-Lincoln
Dianne Heidtbrink, Lincoln Public Schools District Office
Karen Jackson, University of Nebraska-Lincoln
Connie Johnson, University of Nebraska-Lincoln
Peg Johnson, University of Nebraska-Lincoln
Melissa Johnson, Lincoln Public Schools, Pound Middle School
Cynthia Knight, University of Nebraska-Lincoln
Dianne Lamb, Kearney Public Schools
Lori Matthiessen, ESU #6, Milford, NE
Ann Crews Retzlaff, Lincoln Public Schools District Office
LaVay Rinehart, Lexington Public Schools
Gail Rosenthal, Columbus Public Schools
Nicholette Smith, University of Nebraska-Lincoln
Mary Teton, Nemaha Valley Schools
Ruth Ulrich, University of Nebraska-Lincoln
Bev Wiebke, Nemaha Valley Schools
Linda Wiley, ESU #6, Milford, NE
Tammy Williams, ESU #6, Milford, NE

HAPPY BIRTHDAY!

March

3/1 Shirley Horstman
3/1 Virginia Maxwell
3/1 Cindy Tyrrel
3/6 Donelle Moormeier
3/9 Jeannette Pearley
3/9 Carol van Rossum
3/14 Melissa Johnson
3/16 Jeanie Buhrman
3/16 Lori Gormley
3/21 Michelle Lehmke
3/28 Marcella Shotwell
3/29 Pat Lundahl
3/31 Debbie Doolittle
3/31 Ann Milliken
3/31 Helen Sexton

April

4/1 Nicholette Smith
4/5 Carol Packard
4/7 Nancy Rose
4/8 Donna Swanson
4/10 Rhonda Thies
4/11 Diane Wasser
4/16 Jane Cutshall
4/16 Marlene Einsel
4/27 Lucille Peterson

May

5/1 Peg Aldridge
5/5 Deb Ryan
5/7 Janelle Kepler
5/11 Mari Greer
5/12 Beckey Carstens
5/16 Lois Brown
5/18 Judy Anderson
5/24 Shelley Howard
5/27 Sheri Dahlin
5/27 Julie Kleager
5/30 Edie Schleiger
5/31 Betty James

MEMBER AWARDS AVAILABLE

NEOPA Professional Growth Awards

The NEOPA Professional Growth Awards (formerly Member Scholarship Awards) will be awarded at the NEOPA Spring Conference. All current paid members of NEOPA are eligible to win an award. There will be four awards: one \$100 award, one \$75 award, and two \$50 awards. These awards can be used for attendance at a State, Central Area or National Conference. If you are one of the lucky winners, you will need to use your award by July 31, 2007.

2006-2007 Educational Office Professional of the Year

Do you know a NEOPA member who is an outstanding office professional? With all the great professionals in our organization, I am sure that you do. So, now is the time to start working on your nomination. The criteria and nomination form are enclosed in this issue of the NEON, and they are also available on the NEOPA Website. The deadline for nominations is May 1, 2006.

All qualified candidates who are nominated will be sent an application packet by June 15, 2006, which is to be returned to the Awards Director no later than August 31, 2006. The recipient of this award will be announced at NEOPA's 2006 Fall Workshop. The NEOPA Educational Office Professional of the Year will be our candidate for the NAEOP Olive T. Ritchie Professional of the Year award.

Committee Reports

Audit Committee Linda Teach, Chair

The Audit Committee is busy reviewing and updating the duties and policies of their committee. Some of the changes and corrections they have found are as follows:

- This Committee shall be composed of **three** members (one of which is the Treasurer).
- The date of the external audit needs to be adjusted due to the change the board made to the fiscal year.
- Confirmed the interpretation of having the external audit every five years. The last external audit was done in 2001-02, therefore, the next external audit would be in 2005-06.
- Add that the Audit Chair shall arrange for the external audit to be conducted and confirm these arrangements prior to the Spring Conference for the fifth year.
- Questioned if there were parameters for selection of a CPA to do the external audit and the amount to be paid.

Awards Committee Mary Guest, CEOE, Director

The awards committee has been working on bringing back the NEOPA Administrator of the Year Award. A draft of the award criteria and application forms has been completed and submitted to the board. As soon as the application forms are completed, they will be distributed to the NEOPA members via the listserv and the forms will be available on the NEOPA Web site.

The deadline for submission of the application will be August 31, 2006. The winner will be announced at the Fall Workshop.

Bylaws Committee Dee Oltman, CEOE, Director

The Bylaws Committee carefully reviewed our association's Bylaws and Standing Rules in January. Along with recommendations to consider, a ballot of proposed changes was sent out to all eligible NEOPA members in mid-February.

Proposed Bylaw changes on the ballot:

Development of Retired membership category as opposed to Active Retired and Retired. All retired members would receive the NEOPA newsletter, the NEON, and have all rights of Active membership except to hold office.

Change the way to notify membership about regular and special meeting from

"mail" to "communicate". The main reason for this recommendation is to allow the use of e-mail.

Other proposed changes were in wording to be grammatically correct.

Proposed Standing Rule changes on the ballot:

Standing Rule 1 – Change the membership dues for Retired to \$10.00 if the bylaw change and this Standing Rule 1 are approved.

Creating two new Standing Rules:

Standing Rule 9 – To clarify and to require President-elect candidates have been active as a Committee Director, Secretary, Treasurer, or Vice President in NEOPA before holding this office.

Standing Rule 10 – To provide the membership access to a listing of the awards and recognitions given by NEOPA. A brief description of each also included.

The NEOPA board also made some minor changes and additions to the Duties of Committees. They approved grammatical corrections and inserting the various NAEOP and NEOPA awards and recognitions under the appropriate committees' responsibilities.

This has been an awesome committee. All were on task and exceptionally helpful. It is good for NEOPA and its members to know you have a say in these Bylaws and Standing Rules and are kept current and accurate for the good of our association.

Thanks to my committee: Debbie Henricks, CEOE, Debbie Doolittle, CEOE and Linda Teach.

Information/Technology Committee Carol Bom, CEOE, Director Karen Jackson, Co-Director

Karen Jackson (UNOPA) has agreed to be co-director of the committee this year, and will be director next year on the 2006-07 NEOPA Board. She has redesigned the NEOPA Web site with a new, refreshing look. We have met a few times and reviewed the site and picked sections of it to update. We plan to meet again before March 15 and decide what details we need to add to it.

Our goal for the NEOPA Web site is to keep it up to date and full of information for current members and prospective members. As NEOPA members, we count on you to help us watch for correct and current information on the Web site.

Two new items under the "Forms" bullet include the availability to fill out the Reimbursement Form on line and the Membership Form on line, print them out, and mail them in. We will do this for conference registration forms as well.

We plan to add some photo gallery pages. We will begin with the most recent national conference, and work backwards. We will also do this with conferences and workshops. If you have any photos you can share, please either put them on a CD or send them in a manageable size to e-mail. Please save them as 300 dpi. You may send them to either kjackson2@unl.edu or cbom@neb.rr.com. Let's work together to make this an award winning site at the National Conference, as well as an award winning site in the eyes of our members!

Membership Committee Carol Bom, CEOE, Director

Your Membership Committee continues to work towards increasing our membership and keeping our current members interested and involved in NEOPÄ. As a personal touch, one of our committee members has been calling all new members and welcoming them to NEOPA. When a new member joins, I now send them an e-mail welcome message to let them know they are now part of our List serve and to let them know what to expect as members.

We are excited that our Publicity Committee has sent out a recruitment letter to all superintendents in the state of Nebraska. We also sent letters to ESU administrators and staff in the Douglas county schools. We will have another contact with them before our Spring Conference in Lincoln. Your Board of Directors is committed to expanding our membership and inviting others to join our association. We have a great association that benefits educational office professionals. There are plenty of other staff that can benefit just as we have—so we are sharing our light!

Our membership numbers are beginning to expand. We recently had two LPSAOP members join. They were both recruited by Lisa Morehouse. We just received four new memberships from our recruiting letter and brochure. One was from Kearney Public Schools and three are from Nemaha Public Schools in Cook, Nebraska. Our total membership is now 146 Active Members; 10 Active Retired; 3 Associate; 6 Retired, and 14 Honorary. Including our honorary category, we have 179 members. The Membership Committee is contacting

Committee Reports

former members that did not renew this year or for the past couple of years. We need to always remember that while it is great to recruit new members, we must retain our current and long-time members.

The Membership Committee will have a table at the Spring Conference in Lincoln. You are welcome to sign up to renew your membership at that time.

Welcome our new NEOPA members!

Summer Brannan, Lincoln Public Schools
Julie Damme, Nemaha Public Schools
Bev Wiebke, Nemaha Public Schools

Welcome Back to:

Dianne Lamb, Kearney Public Schools
Ann Crews Retzlaff, Lincoln Public Schools

The NEON

Judy Anderson, Director

Well, three issues down and one to go! Believe it or not, it just gets easier and easier to put out another NEON, but only because this great Board of Directors get their reports to me in a timely manner! They have all been great to work with and my committee and I really appreciate it!

Of course, this is one of the most important issues as it will be submitted to National for the Rachel Maynard Award for Excellence in Communication. The NEON has won this award in the past, so now the pressure is on to continue the tradition! I hope I can measure up to the challenge!

We've tried to give you lots of news that is happening in the state and to keep you posted on the upcoming activities—as well as giving you some helpful information to make your professional and personal lives a success. Please let us know if there is some other information you would like us to cover, because we are here to serve you!

Nominating Committee

Barbara Homer, Director

In March, NEOPA active and active retired members will be placing their votes to appoint the next officers for the 2006-2007 year.

The current President-elect, Carol Bom, CEOE will become President.

The Nominating Committee was very satisfied with all the positive responses from callers to run for an elected office. Many were interested in helping on committees and also running in the next year or two.

Listed below are the nominees who will be placed on the ballot to be mailed out February 15, 2006, and due back March 1, 2006.

President-elect: Chris Cary, CEOE
Diane Wasser, CEOE

Vice President: Peg Aldridge, CEOE

Amy Chandler
Lois Brown
Linda Teach
Gretchen Walker, CEOE

The Treasurer will not be voted on as Jorena Larsen is presently serving her first year of a two-year term.

The Nominating Committee would like to extend their thanks to the candidates for running. We also want to thank those of you who were interested in helping on a committee or running for an office in the near future.

Thanks to my committee: Jeanne Ann Kardell, CEOE, WEOPA; Lynn DeShon, CEOE, UNOPA; and Carol Wusk, CEOE, UNOPA.

Professional Standards Committee

Kathy Janda, CEOE, Director

Congratulations to our latest PSP recipient, Linda Hendrix. She received her PSP certification (Advanced II, Option I) by the January 15, 2006 deadline. The next deadline to apply for your PSP will be May 15, 2006. Should you have questions or would like more information about the PSP program, please contact me or Carol Packard.

We are offering the plexiglass paper weights to past PSP recipients. These Nebraska-shaped paper weights have been given to members the last two years for receiving their PSP. They can be ordered at a cost of \$5.00 and the Association will pick up the remaining cost. This will be a one-time offer and recipients must complete an order form and submit it with their \$5.00.

Carol Packard and I were invited to do a power point presentation on PSP at Wayne State College in November for WEOPA members and to the University of Nebraska in January for UNOPA members. We presented the program and then had a question and answer session afterward.

Carol and I will be attending a meeting to discuss recertification and how best to help members when applying in May, 2007. Any member who received their PSP in 2002 or before must go through the first recertification process in May, 2007.

Recertification Requirements:

60 hours of continuing education

- Hours may be satisfied by any combination of experiences ranging from college course work to seminars, institutes to

workshops, and staff development to training.

- All approved continuing education courses not previously used for certification may be used for your first recertification certificate.
- Hours for subsequent recertification certificates must be earned from the issue date of the previous certificate.
- Example: May 16, 2007-May 15, 2012

Current information and forms are on-line at www.naeop.org.

Past President/Field Service Director

Jeanne Ann Kardell, CEOE

The PSP certification process continues on at Wayne State College. Of the sixteen office staff who listened to the presentation, at least six plan to attend a meeting scheduled for February 9th where they will be able to work on the forms. At that time, we will see what information they have and what they may be missing. Carol Bom will be asked to certify past NEOPA membership information and I have past WEOPA membership information to help in the process. We may also look for advice from Kathy Janda, NEOPA PSP Director.

I will try to contact other schools in the area to see if they might be interested in attending the NEOPA conference in March or would like us to present an organizational program for their office professionals.

Scholarship Committee

Virginia Backstrom, Director

We added approximately 50 more schools to the list of those receiving NEOPA's Student Scholarship applications. The applications received have been judged and are currently being tallied. The judges consisted of an educational office manager, the dean from a school of business, and a member of the Nebraska Business Development Center.

The scholarship is awarded in two payments of \$500 each after verification of the recipient's enrollment for classes next fall. The winner and alternate will be notified so the winner can apply for NAEOP's Marion T. Wood Student Scholarship by March 15th.

As an update on last year's recipient, we were pleased to find out she is having a wonderful year at Baylor University in Waco, Texas and really appreciated receiving our scholarship money.

Jump start your week!

Monday Motivators

How 'Engaged' Are You Today? A Self-Assessment

Good morning, Monday Motivators! How do you feel about the workday ahead of you? Are you enthused by at least one task? I hope so, because it's important—and not just to the work you do.

The fact is, the more engaged you are in the office—the more you genuinely care about some aspect of your work—the greater value your career will add to your personal life. You'll find the truth of that statement in the people you admire most. Almost without exception, highly successful people are "present" in a way many others are not. They choose to actively participate in their lives, rather than sitting on the sidelines hoping that someday, someday, they'll stumble onto Success with a capital "S."

I'm here to reinforce what you, Motivated Reader, already know: It doesn't work that way. The only person who will get you where you want to go in life is you! And one of the best tools to help you get there? A commitment to being as fully engaged as possible in your life—including your career.

Take a few moments to ask yourself these questions—and to find out how engaged you are right now, at this very moment:

1. What's the one thing I want and need to accomplish today to feel I've made progress toward my personal dreams and goals in life?

Hint: This can be a small thing with big ramifications over time. For example, "I need to set aside an hour today to review my calendar so I'm even more organized, confident, efficient and productive in the month ahead."

2. How committed am I? For instance, if it means working a little longer, or bringing the task home (even to think about it), am I willing to "invest in my future" without viewing it as a "sacrifice"? Am I willing to go the distance?

Hint: If, as Woody Allen said, 80% percent of success is just showing up, what can you do to give closer to 100%?

3. Who do I want to appreciate in some way, even by saying thank you, for his or her assistance in helping me achieve a recent success?

Hint: The more you value and appreciate the positive impact others have on your life, the more connected they are to you – and the more engaged you become.

4. Who do I need to address about an issue that's hampering my effectiveness and, therefore, my success?

Hint: Engaged people want to tackle problems, processes and issues that can be improved upon for everyone's benefit. They address them professionally and objectively, like a person solving a puzzle – not a bewildered soul lost in a maze! Instead, like Einstein or Edison, they have endless faith and a vision for what can be. We can all have that vision, if we choose to!

My goal for you this week is to remain engaged in your life in every way possible. Best wishes with that – and with every effort you make to be the "Star" you were meant to be!

Joan Burge, Professional Excellence Coach
©Copyright Office Dynamics, Ltd. 2005

"The big secret in life is that there is no big secret. Whatever your goal, you can get there if you're willing to work." ~ Oprah Winfrey

WANTED

The NEOPA Ways & Means Committee would like to invite all members to donate items for the Ways & Means **AUCTION EXPRESS 2006!** This event is being held at the Spring Conference during the Thursday night Social on March 30!

What Type of Items Are Needed?

New items: Books, tapes, CD's, DVD's, clothes, pictures, TV's, Computers
Craft items: Baskets, cards, scrapbooks, albums, holiday items.
Cash: We will use this to purchase items to auction off

What Type of Items Do We Not Want?

There isn't too much we won't accept. However, this is our main fund raiser for the year, so we need to make it as successful as possible. We are asking you to refrain from donating the bottle of perfume that your great Aunt Matilda gave you or something that is considered a "white elephant" gift. Donate items you would be willing to bid on! That will help make this auction a huge success.

Who Do I Contact about Donating?

Contact any of the following individuals if you are willing to donate an item!

Lisa Morehouse, CEOE
436-1594

lmoreho@lps.org

Nancy Harter, CEOE
436-1773

nharter@lps.org

Amy Chandler
436-1750

achandl@lps.org

Jean Pyle, CEOE
436-1847

jpyle@lps.org

Jean Harrison, CEOE
436-1644

jharris@lps.org

Lanette Dunn, CEOE
436-1220

ldunn@lps.org

Phyllis Rabe, CEOE
436-1304

prabe@lps.org

Carol Reed, CEOE
436-1339

creed@lps.org

NEOPA Annual Spring Conference

March 31, 2006

Registration starts at 7:30 a.m.

University of Nebraska East Campus Union

37th & Holdrege

Lincoln, NE

Daffodils, Daisies & Dandelions

Registration: (includes Continental Breakfast, Lunch and Breaks)

NEOPA Members

\$35.00 \$ _____

Non-members (includes NEOPA membership)

\$50.00 \$ _____

Please Choose from the following Briefings:

Briefing A - Diane Sullivan -- "Gain through Or-gain-ization"

N/C _____

Briefing B - Diane Rolfsmeyer -- "Going to Seed"

N/C _____

Please Choose from the following Briefings:

Briefing C - Cathie Fife -- "Dress to Impress"

N/C _____

Briefing D - Chris Cary -- "Have Suitcase, Will Travel"

N/C _____

Banquet (Friday evening)

\$20.00 \$ _____

Your choice of: (All served with tossed salad, dinner roll, ice tea or coffee)

___ Butterfly Shrimp with baked potato, sour cream, cocktail sauce & lemon

___ Broiled Chicken Breast with rice pilaf

___ Top Sirloin Steak with baked potato, sour cream & onion ring

Thursday Night Social (Hors d'oeuvres) (March 30 from 6:30-9:30 p.m.)

\$ 5.00 \$ _____

Total Registration Remitted (make checks payable to UNOPA)

\$ _____

Parking Permit Needed (Car pooling is recommended)

_____ Yes _____ No

Parking on UNL campus requires a UNL or conference permit

Registration Deadline March 15th.

Please send registration to:

Diane Wasser, CEOE

UNL-Ag Economics Dept.

314 FYH

Lincoln, NE 68583-0922

For more information contact either Sandy Watmore: w/472-1066, h/797-3001, swatmore@unl.edu or Diane Wasser: w/472-6251, h/797-2254, dwasser@unl.edu

Agenda and Lodging Information

East Campus Union
37th & Holdrege, Lincoln, NE



March 30, 2006

6:30-9:30 p.m. -- Social -- T & R's Garden Restaurant,
5250 Cornhusker Highway, Lincoln, NE
Fun, social, auction, etc.

March 31, 2006

7:30-8:00 a.m. -- Registration and Continental Breakfast
8:00-9:00 -- Welcome and Opening
9:00-10:30 -- Speaker - Vicki Highstreet "Mellow Yellow"
10:30-10:45 -- Break
10:45-11:45 -- Briefings A or B
12:00-1:00 -- "3-D" Luncheon "Resolve to Involve"
1:15-2:15 -- Briefings C or D
2:15-2:30 -- Break
2:30-4:00 -- Speaker - Patt Harper "How's Your Laugh Life?"
4:00-5:00 -- Business Meeting
5:00-5:30 -- Closing
6:30-7:30 -- Cocktail Hour - T & R's Garden Restaurant
7:30-9:30 -- Banquet and Installation -- T & R's Garden Restaurant

Howard Johnson Hotel

Make reservations directly with Howard Johnson Hotel. Ask for the **NEOPA Conference**.

We have reserved a block of rooms until **March 15th**.

5250 Cornhusker Hwy, Lincoln, NE 68504

Phone: 402-464-3171

Check in at 4:00 p.m.

Check out at 11:00 a.m.

Room Rates: 2 Queen beds - 2nd floor \$50/night

2 Queen beds - 1st floor pool side \$ 70/night



It's All About YOU

Look to your natural talents to guide you in life.

Know Your Innate, Natural Talents

You have all you need to make your life work. Look to your natural talents to guide you in life. You know, those things you do so well that you don't even have to think about it. It is those abilities that come naturally to you that will help you build your confidence in other areas of your life. Begin with your strengths! Too many times people focus on what they need to work on—their weaknesses—and get burned out. How much better it is to begin with your talent. Your God-given talents can give you the courage to bridge over to the areas you need work on.

Do you even know your innate talents? Can you name seven of them in less than a minute? Try it. Take a minute right now to list seven innate abilities you have.

I bet if I asked you to name seven things about you that you need to improve, you would come up with all seven in seconds! What's wrong with this picture?

Rethink how you think! Okay. Now, write down seven one-word positives about you. What are you just naturally good at?

- | | | | |
|----|----|----|----|
| 1. | 3. | 5. | 7. |
| 2. | 4. | 6. | |

Are you using those talents every day—in work, at home, in your relationships? If not, why not? You are missing out on a powerful process of building courage, cultivating faith and conquering fear!

Know Your Innate, Natural Talents and Use Them Every Day!
Have a great day!

— Lisa Jimenez M.Ed.

EXPERIENCE LIFE—Throw Out the Things That No Longer Serve You

Everyone has a past—both good and not so good. Everyone has personal “stuff” they have gone through that has helped to create the person they are today.

And while you can be grateful for your life experiences, you don't need to hang on to the “stuff”—the emotional, mental and spiritual pains you have experienced—that brought you to this point.

Sometimes the “stuff” stays with us longer than we need it to. It sticks to us like invisible sticky notes. Your parent's divorce—it's on a yellow square stuck to your stomach. That high school sweetheart who broke up with you before prom—it's a fluorescent green sticky note over your heart. Your 4th grade teacher who called you “stupid” when you answered a question incorrectly—it's written in all caps on a purple note, stuck on your throat.

These things are part of you. They have served you in the past in some way—as a protection device, etc. But, at the same time these things have prevented you from living your life to the fullest, from experiencing everything deeply.

The day has come to take off the training wheels. It's time to live life without a safety net.

You become what you affirm: positively affirm your greatness, genius and fullest potential.

— Mark Victor Hansen

Charles Schultz Philosophy 101

The following is the philosophy of Charles Schultz, the creator of the “Peanuts” comic strip. You don't have to actually answer the questions. Just read the e-mail straight through, and you'll get the point.

1. Name the five wealthiest people in the world.
2. Name the last five Heisman trophy winners.
3. Name the last five winners of the Miss America.
4. Name ten people who have won the Nobel or Pulitzer Prize.
5. Name the last half dozen Academy Award winner for best actor and actress.
6. Name the last decade's worth of World Series winners.

How did you do?

The point is, none of us remember the headliners of yesterday. These are no second-rate achievers. They are the best in their fields. But the applause dies. Awards tarnish. Achievements are forgotten. Accolades and certificates are buried with their owners.

Here's another quiz. See how you do on this one:

1. List a few teachers who aided your journey through school.
2. Name three friends who have helped you through a difficult time.
3. Name five people who have taught you something worthwhile.
4. Think of a few people who have made you feel appreciated and special.
5. Think of five people you enjoy spending time with.

Easier?

The lesson: The people who make a difference in your life are not the ones with the most credentials, the most money, or the most awards. They are the ones that care.

Consider passing this on to those people who have made a difference in your life.

“Don't worry about the world coming to an end today. It's already tomorrow in Australia.”

— Charles Schultz

*Take the first step in faith.
You don't have to see the whole staircase, just take the first step.
~ Dr. Martin Luther King Jr.*

Affiliate Pictorials

WEOPA Activities



They sure set a festive table! You should have seen this in color!



More from WEOPA's "Keys to Success" programs.



UNOPA Activities

Annual Floyd S. Oldt Silver Pen and Outstanding Staff Awards



Prem Paul (right) receives the Boss of the Year Award from last year's winner David Hansen.

Boss of the Year Award



Boss of the Year nominees: Prem Paul, James Greisen, Giacoma Oliva, and Tony Schkade. (Sang Lee was not able to attend.)



Karen Shreiner holds the engraved silver pen she received for the Silver Pen Award.



Attendance at our Bosses' Luncheons is always great. This year it was held at the Champions Club on the UNL campus.



Sandy Sterkel poses with her nominator after being awarded the Outstanding Staff Award.

Central Area News



Central Area Conference combined with the 54th Annual Spring Conference

Presented by
**Indiana Association of
Educational Office Professionals, Inc.**
April 20, 21, 22, 2006
Marriott North (Keystone and the Crossing)
Indianapolis, Indiana

Dear Educational Office Professional,

Spring is coming soon and tHat means it is time for our annual Educational Office Professional conference. It will be here before we know it! Please make this the year for your own growth professionally. Our conference committee has worked very hard to get select workshops and speakers for your educational and personal growth. Our theme for this conference is "Hats Off" to Educational Office Professionals. I believe you have to personally feel good about yourself and the career you chose to be a great asset to your fellow office staff, educators, parents and the children you serve every day.

Our Friday morning guest speaker is Archie Burkel from Charleston, South Carolina. She has been an educator since 1969 and has been a very interesting public speaker involving "HATS" for most of that time. Our Saturday morning guest speaker is a close and dear friend of mine, Dr. Marilyn Skinner. We have known each other since I was five years old (tHat's a long time!). She has been a teacher, educational coordinator, assistant superintendent and acting superintendent. She is hilarious and will be a great send off to conquer your goals for the years to come.

We are fortunate this year to host Central Area during our spring conference. It will be exciting to share with other office professionals from other states. Making new friends and keeping in touch will only help enhance your own goals and ideals. Combining both conferences means twice the knowledge, twice the education and twice the fun! Thanks for this great opportunity.

Please take time to review the information and notice the dates. Mark your calendar and call for your reservation, make sure to mention IAEOP for your discounted room rate. Indianapolis is a great city to visit! Our hotel is in one of the finest areas to tour! After Saturday morning's brunch feel free to stay in the city and enjoy the rest of your weekend.

A very special thank you goes out to the committee and all others who have worked so hard to bring together IAEOP and Central Area for a wonderful experience! tHat's wHat makes this conference so special! One more thing I should mention...start shopping for that favorite hat; we will be wearing them on Friday evening to the banquet!! (and anytime you wish) See You Soon!

Hats Off to All of YOU!

Cindy
Cindy Gross
IAEOP President

Congratulations to the New Central Area Director, Lola Young!

We are very proud to announce that our own Lola Young, CEOE of UNOPA, and a long-time member and past president of NEOPA, has been named as the new director of the Central Area. She follows in the footsteps of Theresa Cote and will be installed at the National Conference this July.

Affiliate of
National
Association of
Educational
Office
Professionals,
Inc.

Check these
Websites for
more information
and registration
forms.

(national)
www.naeop.org

(state)
<http://iaeop.lcsc.k12.in.us/>

National News

2006 NAEOP Annual Conference and Institute Dallas, TX – July 17-21, 2006

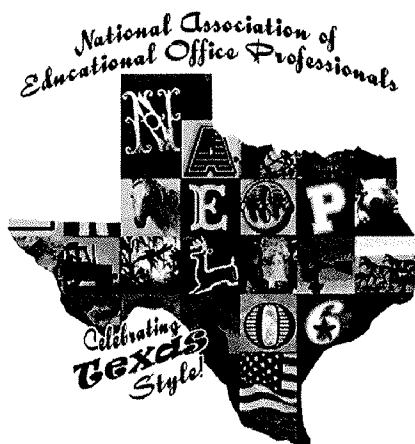
Are y'all ready for Dallas? Hopefully you've been saving your money and have begun reviewing the Winter 2005 issue of the NES Connector for all the information on the conference. The location, The Intercontinental Hotel, is located in the North Dallas Galleria area 15 minutes from downtown Dallas in the town of Addison. Each guest room is equipped with a dataport, coffee maker, iron and ironing board. The hotel reservation form is on page 38 of the NES. The hotel is 16 miles from DFW Airport and 15 minutes from Dallas Love Field. Hotel transportation information and fees information can be found on page 17 of the NES.

July in Texas is warm and sunny with a slight potential for rain. Daytime summer temperatures will range in the high 90's with evening temperatures only slightly lower. If you are a bit cold natured, you may want to bring a light sweater or jacket for meetings and/or restaurants. Meal functions are open to all attendees. Sign up for those you plan to attend as a ticket will be required for admission to the dining area. Table reservations for the PSP Banquet will be made at the time you send your registration to NAEOP. If you wish to sit with someone specific, your registration must be sent in the same envelope. Table reservations for the Installation Banquet will be based on your request. Make sure to indicate your meal preferences on the registration form.

Again this year you have the option to register for all main conference activities (briefings and meals) or to register for only those you choose to attend (see pages 39 and 40 of the NES). You will notice there is a separate tour registration form (NES page 37). You are encouraged to browse through the exhibits and the Special Projects booths Tuesday and Wednesday (make sure you have room in your suitcase for the goodies you'll purchase). Tuesday and Wednesday there is also a wide selection of briefings (in-service points may be earned at these to be used toward PSP certification) to choose from. Don't forget to stop by the Hospitality Suite periodically for food, interaction, information, and prizes.

The first actual conference event is for First Timers—The First Timer Briefing and Reception will be on Tuesday, July 18. The

rest of us will join you for the First General Session/Flag Ceremony Tuesday evening. This is when we will wear our "state attire" which will, again, be navy or white pants or skirt with a yellow shirt or top and navy blazer. We will also wear our NEOPA pin holders (\$5.00 if you haven't purchased one yet). I will attempt to arrange our state picture at some point either before or after the first general session. I will also try to arrange for our seating during this session so we can be together, and I will bring flags for each of us.



Wednesday daytime dress should be business attire. The morning will begin with breakfast on our own. Our delegates, and others who choose to observe, will attend Advisory Council while the rest of us have the option to attend institutional classes or briefing sessions (see the NES Conference Overview on pages 22 and 23 to see the available options). The Awards Luncheon will begin at noon. At this luncheon we will be introduced to the Olive T. Ritchie Educational Office Professional of the Year and National Educational Administrator of the Year. The afternoon presents more options, and we will wrap up the day with the PSP Banquet where we honor our members who have reached PSP goals. Attire for the PSP Banquet is formal, semi-formal, after six, or business attire.

Thursday morning will begin bright and early with our Central Area Breakfast. This is when Central Area members get together and honor our members as well as conduct

our business meeting. After the Area Meeting we will re-convene with the entire group for the Second General Session. Lunch is on our own. In the afternoon we will attend the Third General Session. Dinner—once again, we are provided with options—either a tour or on our own.

Friday (wearing business attire) will begin with our Council Breakfasts where we get together with those from across the country who work in similar educational settings. Following this breakfast, we will attend the Fourth General Session. Lunch will be on our own. During the Fifth General Session Friday afternoon, awards will be announced for Communications, Website, and recruitment, among others. We definitely want to be there to cheer our colleagues during this session. The Installation Banquet is Friday evening (formal attire) and is the official end of the conference although you have the opportunity to stick around for tours.

This year's pin is the shape of Nebraska with a tree and "Home of Arbor Day" on it. These pins will sell for \$1.60 each. Please contact me via e-mail (lyoung5@unl.edu) to let me know how many pins you would like to purchase. I will bring my supply of pins to our spring meeting. For you first-timers, I suggest at least 15-20 pins to trade. This is optional, not required, but you will be asked to trade pins and it's a great way to meet others. If I can help first-timers in any way while in Dallas (or prior to going), please let me know. We want this conference to be a memorable event in your life.

One last thing.....if you plan to go to Dallas and I have not been in contact with you, please e-mail me right away. Eventually, I would like to know your mode of transportation, when leaving/arriving, any National offices (committees) serving on this year, if you are serving as an Advisory Delegate, and if you are receiving your PSP. I will provide you with a listing of all attendees so we can stay in touch while on our trip.

This is going to be a wonderful conference, and I hope you are planning to saddle up and join the round up so you can share the experiences! If you have any questions, please call me at 472-1047 or e-mail me at the above address.

— Lola Young, NAEOP Liaison

Energy Tips

Get Wild!

Hints for a Great Year!

"A ship in harbor is safe—but that is not what ships were built for." – Admiral Grace Hopper

I have a theory about why so many people are so tired and unhappy and I have to admit it was inspired by my dog, Dharma. One minute she'll be laying on the floor acting like a little kid as I rub her belly and the next minute we'll be walking outside and she'll act like a wild animal huffing and puffing as she tries to chase birds, squirrels and cats (except my cat who thinks it's a dog). I'll say to myself in a frustrated tone "God, she's acting like such a Dog." Then logic sets in and I'll think, "Well of course. She is a dog. That's what dogs do. She's doing what dogs were designed to do." And is she happy? Of course she is.

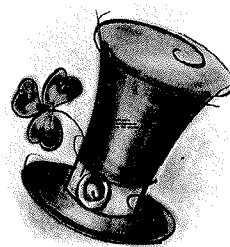
This brings me back to my theory. I believe so many of us are tired and unhappy because we are not doing what we were built for. Let's face it human beings were not designed to sit in front of computer screens for 12 hours a day. We were meant to chop wood, carry water, work the land and be active. We were meant to move our bodies. We weren't meant to have a cell phone attached to our ear either or else we would have been born with one. We weren't meant to eat plastic foods manufactured in plants. We were meant to eat food grown from THE EARTH that provides the nutrients, minerals, energy and building blocks for every cell and organ in our body. We also weren't meant to spend so much time indoors. We were meant to walk along the water, sit under the trees and dream under the stars. That's why so many people who live in big cities such as New York are naturally drawn to parks.

So does this mean I'm suggesting you should quit your desk job, toss your cell phone, move to the mountains and grow your own produce? Of course not, although it wouldn't be a bad option. What I do want to inspire you to do is to get back to the basics and back to nature and GET WILD. Consider doing the plan I put together in The 10-Minute Energy Solution and get back to doing what makes you feel good. I believe that when we Get Wild and do what we were designed to do happiness increases and energy soars. Try these few suggestions to Get Wild and test this theory for yourself.

1. Drink enough water so you go to the rest room more frequently. I find it interesting that people tell me that they don't drink more water because it makes them go to the bathroom and this is inconvenient. Hello. We were meant to go to the bathroom more often. It's how are bodies function. If you are not, then you are not drinking enough water which means your body is not running as efficiently or energetically.
2. Take time each day, even if it's just for 10 minutes and walk outside and connect with nature. Do this 3x a day if you can. This will help you recharge and be more productive if you are sitting at your computer during the day.
3. Get more sleep. We were meant to go to sleep at sundown and wake up at sun rise. Now with televisions and computers we are staying up too late and sleeping too little. 100 years ago the average person slept 11 hours. Now, it's down to 6 hours. No wonder so many people are so tired. You can't replace sleep with a double latte. When people ask me what they can do instead of sleeping I tell them that there is no magic bullet. It's like breathing. You need to do it.
4. Sing, laugh, play and dance—Make time for play. Fuel your life with new activities and adventures. New adventures keep life fresh and fuel you with new energy and experiences.

Sending positive energy your way, – Jon

1. Take a 10-30 minute walk every day. It is the ultimate antidepressant.
2. Sit in silence for at least 10 minutes each day. Buy a lock if you have to.
3. Buy a TIVO, tape your late night shows and get more sleep.
4. When you wake up in the morning complete the following statement: My purpose is to _____ today.
5. Live with the 3 E's. Energy, Enthusiasm, Empathy.
6. Watch more movies, play more games and read more books than you did in 2005.
7. Make time to practice meditation, yoga, tai chi, qigong and prayer. They provide us with daily fuel for our busy lives.
8. Spend more time with people over the age of 70 and under the age of 6.
9. Make each day a challenge instead of a chore.
10. Eat more foods that grow on trees and plants and eat less foods that are manufactured in plants.
11. Drink green tea & plenty of water and eat blueberries, almonds & walnuts.
12. Ask not what the world can do for you but what you can do for the world.
13. Clear your clutter from your house, your car, your desk and let new and flowing energy into your life.
14. Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control. Instead invest it in a gift we call the present.
15. Realize that life is a school and you are here to learn. Problems are simply part of the curriculum that appear and fade away like algebra class but the lessons you learn will last a lifetime.
16. Eat breakfast like a king, lunch like a prince and dinner like a college kid with a maxed out charge card.
17. Smile more. It will keep the energy vampires away.
18. Each night before you go to bed complete the following statements:
I am thankful for _____.
Today I accomplished _____.
19. Develop meaningful relationships with yourself, your family, your friends, and your higher power.
20. Dream more while you are awake.



2006-2007

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**Educational Professional of the Year Nomination Form**

Full Name of Candidate _____

Place of Employment _____
(Full name of school, college, agency, or district)Office Address _____
(Street address, city, state, zip code)Candidate's immediate supervisor _____
(Full name and title)

Local Association (if applicable) _____

Reasons for nomination: _____

You may submit additional information if necessary.

Date this form submitted: _____

Name of Nominator (Please Print): _____

Signature of Nominator: _____

Return this form to: NEOPA Awards Director
PO Box 83872
Lincoln, NE 68501-3872**DEADLINE FOR RECEIPT OF THIS FORM IS MAY 1, 2006.**

Form 2 (Application Form) will be sent to nominee upon receipt of this form.

2006-2007
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
Educational Professional of the Year Award
Application Form

Full Name: _____

Present Position: _____ Number of Years: _____

Immediate Supervisor's Name and Title: _____

Supervisor's Business Address: _____

Telephone Number: _____

Name of Spouse or Closest Relative: _____

Address: _____

Telephone Number: _____

List Previous Positions:

Title of Position	Place of Employment	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Standards Certificate:

Certificate Held: _____

Year Received: _____ or expected date of completion: _____

Professional Memberships:

Year joined NAEOP: _____ NEOPA: _____ Local: _____

List offices held and/or committee chair/member: _____ Year

National (NAEOP) _____

State (NEOPA) _____

Local _____

Membership in Other Professional Organizations - List names of professional associations of which you have been a member:

	Years
National _____	_____
_____	_____
State _____	_____
_____	_____
Local _____	_____
_____	_____

List College Level Courses* Completed or Degree Earned:

Course Title	Institution	Credit Hours	Year
_____	_____	_____	_____
_____	_____	_____	_____

List Inservice Training Courses* Completed:

Name of Course	Sponsored by	Number of Clock Hours	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Attach photocopies of certificates of completion, transcripts, or letters attesting to your enrollment in these courses. You may submit additional information on separate enclosures if space on this form is insufficient.

Remember to include: Recommendation letters
 - One from immediate supervisor(s) and
 - One other of your choice
 Personnel Evaluation Ratings

Signature of Applicant: _____ Date: _____

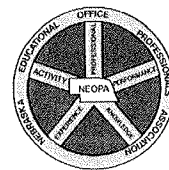
Signature of Immediate Supervisor: _____

Return all information to: NEOPA Awards Director
 PO Box 83872
 Lincoln, NE 68501-3872

Deadline Date for Receipt is August 31, 2006



NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
MEMBERSHIP FORM
July 1, 2005 – June 31, 2006



Type of Membership: *New _____ Renewal _____

Classification:

Active \$15.00 _____ Active Retired \$15.00 _____ Associate \$15.00 _____ Retired \$5.00 _____

PERSONAL DATA

Name

Street Address

City State Zip

Home Phone Birthday (Month/Day)

E-mail Address

EMPLOYMENT DATA

Educational Institution

School/Department/Box # Office Phone

Street Address

City State Zip

Name of Supervisor and Telephone

LOCAL

Are you a member of a local educational office professionals association? Yes _____ No _____

What is the name of your association? _____

If there is no local association, would you like help forming one? Yes _____ No _____

NATIONAL

Are you a member of the National Association of Educational Office Professionals? Yes _____ No _____

Would you like more information about: The National Association? Yes _____ No _____
Professional Standards Program? Yes _____ No _____
PSP Recertification? Yes _____ No _____

STATE

Please indicate your interest in helping on a committee for NEOPA:

- | | | | |
|---|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Awards | <input type="checkbox"/> Bylaws | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Information/Technology | <input type="checkbox"/> NAEOP Liaison | <input type="checkbox"/> Newsletter | |
| <input type="checkbox"/> Nominating | <input type="checkbox"/> PSP | <input type="checkbox"/> Publicity | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Ways & Means | <input type="checkbox"/> No preference, will help where needed | | |

Please make check payable to **NEOPA** and mail with completed form to:

NEOPA Membership Director
PO Box 83872
Lincoln, NE 68501-3872

*New Members: Name of person who recruited you

Date

Questions? Contact President-elect Carol Bom, CEOE at 402-471-4332 (w) or 402-466-1020 (h)
or e-mail at cbom@neb.rr.com

Revised 3/05

Membership Form for the National Association of Educational Office Professionals

Membership Type:	<input type="checkbox"/>	Active - \$45	<input type="checkbox"/>	Retired - \$25
<input type="checkbox"/>	Associate - \$45	<input type="checkbox"/>	Institutional - \$80	<input type="checkbox"/>
			Corporate - \$55	

Membership Application Continuous Membership (12 full months)

☐ New Membership ☐ Renewal Membership Membership Number: _____
☐ Magazine Annual Subscription - \$25 ☐ Magazine Annual Subscription (Retired) - \$10

- All fees must be paid in U.S. Dollars
- Outside of U.S. special postage and handling charges apply. Please add an additional \$15.
- Active membership fees include a one-year subscription to the associate magazine.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:

Job description:

☐ Elementary ☐ Middle School/Junior High ☐ Secondary/High School
☐ Higher Education ☐ State Department ☐ Administration
☐ Career & Technical Education ☐ Retired ☐ Other: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Office phone: _____ Ext.: _____

Fax: _____ Email: _____

Recruited by (Name): _____

Method of Payment: ☐ Check ☐ MasterCard ☐ Visa

Cardholder's Name: _____

Card Number: _____ Expiration Date: _____

Signature: _____

Mail or Fax to:

NAEOP
 PO Box 12619
 Wichita, KS 67277-2619
 Fax: 316-942-7100

Or, you may submit your membership application on-line at the NAEOP Web site:
www.naeop.org/

Attitude is Everything

Getting Older Has Its Advantages

Youth is exalted in today's media. Magazines show us young, attractive models. Newspaper ads tout plastic surgery. TV infomercials show us how to sculpt the perfect body.

As a result, many people go on a frantic search for the "fountain of youth." They want to turn back the clock and fight the aging process. When is the last time you saw aging portrayed in a positive light?

Ironically, teenagers and those in their 20s sometimes wish they were older! When you're young, you're often plagued by insecurity and wondering how you'll fit into the world.

While most people tend to concentrate on the downside of getting older, let's focus for a moment on the upside. Below are some of the benefits of getting older. (By the way, the following benefits also apply to those who are "emotionally older," or more mature, regardless of how many birthdays they've had.)

1. You don't care what other people think. As a teenager, you're deeply concerned about what your friends think of you. You want to fit into the group.

In your 20s, you still tend to be very concerned about how others perceive you. As the years pass, you care less and less about the opinions of others. It's quite a refreshing change. You realize that the most important person to please is yourself - and when you accomplish that, you're also in a better position to serve others.

2. You realize that you can remain healthy by following disciplined, moderate routines. You learn that moderate habits can produce excellent results over the long term.

Thirty minutes of daily exercise such as walking or lifting moderate weights can keep you in very good shape. To remain fit, you don't have to run 5 miles a day or follow fad diets that are extreme.

3. You appreciate your family more. Some people are fortunate to have a deep appreciation for their family in their teens, 20s and 30s. That's not the case with many of us, however.

After 30, and especially in your 40s, 50s and beyond, you come to appreciate your immediate and extended family. You enjoy getting together to reminisce about the "old days" as well as to catch up on what everyone is doing.

4. You don't get caught up in the petty stuff. Remember when you thought that every potential client or every project at work had "life or death" consequences. You put yourself through enormous stress for no reason.

As you get older, you still take your work seriously but you've gained perspective. The small stuff doesn't throw you anymore. It's a lot easier to live and work with that pressure off your back.

5. You realize that numerical age is not crucial. Granted, you may not heal as quickly or see as sharply as you did in your 20s or 30s. However, whether you're 40, 50 or 70, it's only a number. What matters is how you feel, mentally and physically.

Many people feel healthier and stronger at 50 than they did at 25. If you have a lousy attitude and hate your work at age 30, you'll feel older than a 70 year-old who has a great attitude and enjoys life.

6. You start to hit your stride in your career. In your 40s and beyond, you develop a better understanding of your strengths and weaknesses, your likes and dislikes. You've gained experience in your field (often by making mistakes) and know where your talents are best suited.

7. You no longer seek perfection. This relates both to your appearance and the way you perform your work or activities. The ads on TV urge you to get rock hard abs and to eliminate any trace of body fat. You no longer buy into this nonsense. You want to look and feel good but there's no need to kill yourself trying to attain the perfect body.

You also settle for excellence in your work, knowing that trying to make everything "perfect" is an unreasonable goal that causes stress. Sure, there are some exceptions to this rule - for instance, we want those performing laser surgery on us to be perfect in their aim!

8. It takes a lot more to get you angry. When you're young and insecure, you take offense at even a minor slight. You're defensive when criticized. As the years go by, you realize the futility of holding onto anger. It does nothing but eat you up. When someone does get under your skin, you let it go quickly.

9. You let other people be who they are - and you appreciate their differences. You're beginning to recognize and appreciate the incredible diversity in this world. You learn to tolerate the idiosyncrasies of other people; you even enjoy them.

Life is a lot richer because not everyone thinks like you or acts like you. You learn from others and celebrate their unique talents and perspectives.

10. You're a lot wiser... hopefully! As you years go by, you have a lot more experience and you've figured out how to deal with situations that arise in your life. It's like any game that you've played for 20 or 30 years. You learn more as you go along.

Sure, you can find some things about getting older that you don't like. But there's plenty to enjoy as you journey through your 30s, 40s, 50s and beyond. Stop trying to turn back the clock; instead, appreciate the advantages of getting older!

-- Jeff Keller

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"A passion for life is one of the most attractive qualities in a human being. If you want a teammate or a life mate who loves to be around you, all you need to do is love to be around." ~ Denis Waitley

2005-2006 NEOPA Membership List as of 02/26/06

LAST NAME FIRST	TITLE	PSP	LOCAL	ADDRESS	CITY, STATE, ZIP	E-MAIL	HOME PHONE	WORK PHONE
ACTIVE MEMBERS								
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Eicher Marian				210 5th St	Millford NE 68405	meicher@esu6.org	402-761-3341	402-761-3341
Elitiste Jane	CEO	Adv III, Opt I	LPSAOP	3241 N 46 th	Lincoln NE 68504	jelitist@lps.org	402-467-3233	402-436-1825
Fisher Jeanette	CEO	Adv III, Opt I	UNOPA	4500 W Bucks Dr	Lincoln NE 68523	jfisher1@unl.edu	402-797-2163	402-472-0182
Fleer Sharon			WEOPA	84904 577 Ave	Wayne NE 68787	shfleer1@wsc.edu	402-375-3073	402-375-7228

WORK PHONE

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CITY, STATE, ZIP

ADDRESS

LOCAL

TITLE

PSP

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Mastering Meetings

The objections people voice in a meeting can make others hesitant to move forward.

Fortunately, however, four actions can help the group overcome this hesitance:

- Clearly identify the objections and the underlying concerns. You'll just be spinning your wheels until you do.
- Address each objection. Confronting objections head-on is the best way to overcome them.
- Express urgency. Whether it's seizing an opportunity or simply stating that the problem will only get worse, people need incentive to act.
- Urge people to step to the plate. This nudge is often what's needed to get people to move forward.

If you are not getting
as much from life
as you want to, then examine the
state of your enthusiasm.
~ Norman Vincent Peale

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Happy Spring!!

March 15, 2006 – Deadline for National Competitions

March 30, 2006 – Executive Board Meeting

March 30-31, 2006 – NEOPA Spring Conference in Lincoln
– Hosted by UNOPA

April 20-22, 2006 – Central Area Conference, Indianapolis, IN

May 1, 2006 – Deadline for NEON articles – Summer Edition

May 15, 2006 – Deadline for PSP Applications

